

# JOB AID: FLOOD RISK REDUCTION

April 2017 | Job Aid No. 1.4

## Information for Technical and Environment Planning and Historic Preservation (EHP) Reviews



Flood risk reduction projects are designed to lessen the frequency or depth of flood water. These projects involve activities such as installing or modifying culverts and other stormwater management facilities; constructing or modifying retention and detention basins; and constructing or modifying floodwalls, dams, and weirs.

The purpose of this Job Aid is to help communities applying for Hazard Mitigation Assistance (HMA) grants understand the documentation needed to meet eligibility requirements and comply with Environmental Planning and Historic Preservation (EHP) regulations. This Job Aid provides the application information necessary for the Federal Emergency Management Agency (FEMA) to determine feasibility and effectiveness, cost effectiveness, and potential impacts a proposed project may have on environmental and cultural resources. Additionally, FEMA must review all applications to ensure proposed project activities comply with all applicable laws, Executive Orders, and FEMA policy. **Early submission of accurate and complete eligibility and pre-award information** will facilitate FEMA's review process and the release of HMA funds.

### ELIGIBILITY

Items that must be included in the grant application to determine eligibility.

### PRE-AWARD

Information that FEMA will need to review prior to award. In addition to EHP and technical requirements, FEMA may have additional programmatic requirements.

### IMPLEMENTATION/CLOSEOUT

Project Conditions specified in the Award Letter and Record of Environmental Considerations that will be enforced during project Implementation and Closeout. Project Conditions are identified during the EHP review and not reflected in the Job Aid.

For more information, refer to the Job Aid Supplements and FEMA's HMA Guidance at [FEMA.gov](http://FEMA.gov).

SITE INFORMATION	Eligibility	Pre-Award
Site address(es)	■	
Latitude and longitude coordinates for the project area	■	
Latitude and longitude coordinates for any affected building(s) and/or structure(s)	■	
Site map showing project location with boundaries (e.g., parcel maps, U.S. Geological Survey topographic map)	■	
Photographs of all sides of the structure(s) (showing foundation, walls, entrances, and roof) and surrounding area from all directions	■	
List of outbuildings on the site, a photograph of each, and dates of construction		■
Is the site listed, or has it been determined eligible for listing, in any local, state or National Historic Register(s)? Please describe		■
Is the project located within a 0.5 mile radius of a local, state or National Historic District(s)? Please describe		■
Proposed engineering drawings		■
SCOPE OF WORK		
Flood Insurance Rate Map showing project location	■	
Proposed conceptual designs, project plans, and specifications, scaled and dated	■	
Amount and depth of ground disturbance associated with this project (e.g., grading; digging for buried lines; new, temporary, and permanent access roads; staging areas)	■	
Identify all known contaminated materials located on-site (e.g., asbestos, lead-based paint, underground storage tanks, chemical storage containers)	■	
Describe other alternatives that were considered and why they were dismissed from further consideration		■
A description of best management practices for erosion control to prevent sedimentation and turbidity issues in adjacent streams		■
Description of the expected effects of the proposed flood risk reduction project (e.g., increase flow to downstream structures, outflow characteristics in the floodplain), based on current and historical flooding data or hydrologic and hydraulic studies		■

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SCOPE OF WORK (CONTINUED)	Eligibility	Pre-Award
If in-water work will occur, describe what work will occur on the water side of the ordinary high water mark, at what time of year, and what measures will be taken to protect fish and fish habitat		■
If any geotechnical borings have been excavated or soil studies conducted, please provide a copy of the results		■
List of construction equipment that will be used for the project		■
Description of construction activities and all debris/infrastructure/utility removal activities		■
Map showing the type and location of any vegetation that will be affected (e.g., removed, cut, pruned, replanted)		■
Description of debris or other materials that will be removed and hauled off-site, and information on where it will be disposed (including temporary staging areas), in accordance with local and state requirements		■
Type and source of fill that will be imported to the project area from an off-site source (e.g., existing borrow pit)		■
SCHEDULE, COST ESTIMATES, AND BENEFIT-COST ANALYSIS		
Work/construction schedule (schedule must be for 3 years or less)	■	
Project cost estimate with line items	■	
Demonstration of cost-effectiveness through FEMA-approved methodology, including pre-calculated benefits or Benefit-Cost Analysis (BCA). If a BCA is needed, provide a .pdf and export the BCA to a .zip file.	■	
If BCA performed: Documentation of the flood risk, including scenario flood elevations and discharges from the FEMA Flood Insurance Study or other engineering study, if available, or damage history	■	
Documentation of all values presented in the BCA	■	
ADDITIONAL INFORMATION		
Enclose copies of any previous coordination, correspondence or consultation with federal, state, and local resource agencies (e.g., U. S. Fish and Wildlife Service, State Historic Preservation Office, U.S. Army Corps of Engineers)		■
Describe or provide any public outreach that has occurred (e.g., public notices issued, published newspaper notices, public meetings held, public comments solicited)		■
Describe site history (e.g., commercial, residential) and provide details and/or copies of documents of any studies, investigations or enforcement actions related to the site		■
Describe any known archaeological artifacts, cultural resources or human remains on the site or within a 0.5-mile radius		■
Is the site located on or adjacent to Native American tribal land, or are there any known Traditional Cultural Properties or other Native American resources (e.g., traditional fishing areas) on or adjacent to the subject property?		■
Describe any known federally or state listed threatened/endangered species or their critical habitat within the project area		■
Is the project within 200 feet of a body of water (e.g., river, stream, wetland or pond)?		■
Is the project in a designated Coastal Zone or Coastal Barrier Resource System under the state's coastal management program?		■
Describe if flood risk reduction activities will involve the use of hazardous or toxic materials		■

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